

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Spotlight on Library Programs

Grant Application

Fall 2006

**Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

MISSOURI STATE LIBRARY
LSTA SPOTLIGHT ON LIBRARY PROGRAMS
Information & Guidelines
Fall 2006

I. Grant program description

Spotlight on Library Programs is a grant program designed to assist public libraries provide events for adults, families, and intergenerational audiences. The goals of this program are:

- to provide quality events to attract people to the library
- to promote library services to the community
- to stimulate interest in books, technology and other library services
- to provide opportunities for collaboration between libraries and community agencies.

The grant is designed to allow libraries with limited resources to hire performing artists, musicians, authors and other professional presenters from outside their own region.

Libraries applying for Spotlight grants will be expected to plan and implement a single-event program aimed at a target audience, and meeting the grant goals.

Libraries may apply for up to two grants per grant period, choosing among the following categories: youth; families; seniors; intergenerational audience. Each grant proposal must be submitted as a separate application. Spotlight grant funds may be used to cover the costs for planning and implementing the event. There are no restrictions on the types of events or topics for events except that they be appropriate to the audience.

The grant period begins January 1, 2007 and ends June 30, 2007.

II. Grant priorities

- For the purposes of the Spotlight on Library Programs grant program, **a program is defined as a single-event performance or activity.** Libraries should not apply for funds to implement programs that involve a series of activities or performances conducted over a period of days or weeks.
- A single-event program may be repeated at the same location to allow for larger participation, if space limitations are a factor.
- Any single-event program may be repeated at up to five (5) branches/service centers within a library system over a specific period of time.
- Libraries are encouraged to partner with schools and community agencies, where appropriate, to plan the event, schedule speakers/presenters, and promote the event.
- If applying for funds to conduct programs for young adults, libraries are encouraged to conduct informal discussions with youth to determine program topics, authors, or speakers that will attract this audience.

- At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

III. Eligibility

This grant is open to all public libraries certified to receive state aid.

IV. Funds available

Libraries may apply for a maximum of \$2,500 per library outlet per single-event program. Up to five branches or service centers per library system may apply for the grants, for a total of \$12,500 per system awarded.

V. Matching funds

No local matching funds are required.

VI. Allowable and unallowable costs

All expenses must be directly related to the single-event program.

Allowable costs include, but are not limited to:

- Speakers or presenters (limited to honoraria and expenses).
- Programming supplies and materials.
- Publicity, mailing, photographic, and printing costs.
- Production or exhibit expenses.
- Refreshments for project-related activities.
- Cost for additional staff or staff hours specifically related to the project. For example, a library may use grant funds to pay an existing part-time employee for extra hours to plan and implement the program, or a library with limited staff may hire a qualified individual at an hourly rate to plan and implement a program.¹

Unallowable costs include, but are not limited to:

- Paying existing staff costs (i.e., using grant funds to pay for the hours a regular staff person spends on planning and implementing the program).
- Collection development acquisitions.
- Transportation for field trips.
- Incentives, prizes or gifts.
- Vehicles.

Large Purchase Documentation: If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's

¹ Libraries using funds to pay for additional staff hours need to maintain in the grant folder time sheets or other documentation that show the time paid to employee was spent solely on the grant project tasks.

specified amount is \$3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

VII. Reporting requirements

Libraries awarded Spotlight on Library Programs grants are required to submit narrative, statistical, financial and evaluative reports regarding the project. **The final grant report is due June 30, 2007.** Copies of surveys, promotional materials, brochures, evaluation results and other documents produced as part of the grant project must accompany the final narrative report.

VIII. Grant monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *“grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity.”*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

IX. Review of applications

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- State Librarian submits recommendations to Secretary of State.
- Secretary of State makes final decision.
- **To be eligible for review, grant applications must be postmarked by October 25, 2006 or hand delivered by October 26, 2006. Only completed application forms from eligible institutions will be reviewed.**
- No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

X. Assurances

Before you apply:

Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:

Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee.

Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:

Grantees are paid 35% of the total grant amount upon return of signed Assurances and Certifications, which will be mailed with the Notice of Award letter. A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.

A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Where and how do I apply?

Mail completed application forms to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information, contact:

Nancee Dahms-Stinson
Missouri State Library, Library Development Division
Telephone 573-751-1821 or (in Missouri) 800-325-0131, ext. 5
E-mail: nancee.dahms-stinson@sos.mo.gov

MISSOURI STATE LIBRARY
LSTA SPOTLIGHT ON LIBRARY PROGRAMS
Grant Application Instructions
Fall 2006

Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application form.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- All narrative materials are to be typed, single-sided, and double-spaced on plain sheets, with the library's name at the top of each sheet. Attach this narrative to the back of the application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I—Application Form

- *Project number*—Leave blank.
- *Name of library*—Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vender # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*—Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address and phone number.
- *Project Title*—Provide a brief title for your project.
- *Total population of library's legal service area*—Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of people to be served by this project*—Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: <http://mcdc2.missouri.edu/>.
- *LSTA funds requested*—Show the total amount of grant funds you are requesting. Round to the nearest dollar.

- *Project description*—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II.

Part II—Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III—Budget Worksheet and Narrative

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application. The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

Part IV- Certification and Signatures

Signature of Library Director—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

Signature of Library Board President—The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.

Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies a specific audience				
Project addresses the identified need(s) of audience				
Program event promotes or stimulates interest in library services and resources				
Appropriate and proactive promotional strategies				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience				

MISSOURI STATE LIBRARY
LSTA Spotlight on Library Programs
APPLICATION FORM
Fall 2006

Project # _____

YOU MUST USE THIS SHEET AS PAGE ONE OF YOUR APPLICATION

PART I—APPLICATION FORM

Please type.

Name of library: _____

Federal Tax I.D. # or MO Vender # if different: _____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of library's legal service area: _____

Estimated number of people to be served by this project: _____

LSTA funds requested: \$ _____

Local funds to be used (optional) \$ _____

The library is applying for grant funds to conduct a program for (*check ONLY one*):

___ youth ___ families ___ seniors ___ intergenerational audience

Project abstract: not to exceed 250 words:

Part II—Program Narrative

Attach additional sheets with your answers to the following items. Include the library name in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space and number the pages.

Statement of need

1. Briefly describe your community's need for this project. Why did you choose this project to address the need? If the project is tied to a special event, such as Black History Month or National Library Week, briefly outline your goal for the special event. Explain the connection between your proposed program and the special event, providing a reason for choosing the program. (maximum 1 page)

Project Narrative

2. Describe your proposed project.
 - a. Provide a thorough description of the single-event program for which you are requesting funding, including names of presenters and indicating the target audience.
 - b. Indicate how the event will promote library services or stimulate an interest in reading, books, or library technology. What activities will you conduct to ensure a connection between the event and library service or reading?
 - c. Provide a proposed schedule of implementation, including tentative dates for project activities. Identify the locations/branches at which the event will be implemented.
3. How will you attract an audience? Outline the promotional strategies you will use to encourage attendance by the targeted audience.
4. If partnerships will be sought to implement the project, provide a list of community entities with which the library will cooperate and explain why these partners have been chosen. Describe what each partner will contribute to the project. **Attach a letter of support from each partner, written to the project director, outlining the partner's commitment, including any contributions of resources.**

Evaluation

5. Present a plan to determine the impact the project will have. This section must include strategies to determine what difference the project has made on the target audience; how will you measure if their skills, knowledge, behaviors or attitudes change because of the project?
 - a. Include quantitative and qualitative assessments.
 - b. Append a sample evaluation form.

Part III—Budget Narrative and Worksheet

Budget Narrative

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. Provide justification for all costs and a *thorough* description of each budget item. Requests for speaker/presenter costs must include fees and a thorough summary of travel expenses. Requests for equipment must be project specific, appropriate to the project, and justified. If requesting funds for equipment, include the specifications and unit price of each piece. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Requests for staff costs for salaried personnel are ineligible. *Provide explanations for both federal and local funds.*

Budget Worksheet

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application.

Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative

**Spotlight on Library Programs Grant Program
Budget Worksheet**

<i>Library Name:</i>				
<i>Project Title:</i>				
Category	Item Description	Basis for Cost Estimate	Total Cost / LSTA Funds	Total Cost / Local Funds
Personnel – Salary & Fringe Benefits			\$	\$
Travel \$ 0.415/mile			\$	\$
Supplies			\$	\$
Equipment			\$	\$
Contractual			\$	\$
Total Project Costs			\$	\$

Libraries awarded project funds will have the authority to move up to \$300 between line items within their final proposed budgets.

Part IV—Certification and Signatures

ATTENTION: You must use Cover Page, Budget Worksheet and this page as part of your application! To complete this application, attach numbered pages with responses to items in Part II-Program Narrative and Part III-Budget Narrative. This page must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Type name of Library Director

Type name of Library Board President

Signature, above official (in blue ink)

Signature, above official (in blue ink)

Date

Date

Mail completed applications to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

Application Deadline: October 25, 2006

Project Grant Period: January 1, 2007 to June 30, 2007

For State Library use only:

_____ Approved

_____ Not Approved

\$_____ Amount Awarded

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.

